

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Lead Project Reviewer  
**Classification Title:** Program Specialist IV  
**Job Posting Number:** 18-43  
**Salary:** \$4,500.00 -\$5,083.00/Monthly  
**Salary Group/Class#:** B20/1573  
**FLSA:** Exempt  
**Opening Date:** 02/14/2018  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40  
**Work Location Address:** 105 W. 16<sup>th</sup> Street Austin, TX

**JOB OBJECTIVE:** Perform highly complex consultation and technical assistance work. Work involves coordinating complex review projects with TXDOT on Section 106, overseeing cultural resource projects and programming, composing and editing reports, and analyzing cultural and historical resources for planning purposes. Work under limited supervision, with moderate latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Coordinate or direct the workflow of 106 reviewers in division.
2. Serve as the primary THC contact with TXDOT cultural resources management staff.
3. Review non-archeological projects under Section 106 review.
4. Participate in public meetings and makes site visits, as appropriate.
5. Review and edit National Register nominations for transportation-related projects and present nominations to the State Board of Review, as needed.
6. Conduct research to strengthen nominations from the public, as needed.
7. Work with non-profit groups such as Historic Bridges Foundation to help preserve property types such as bridges and trestles.
8. Assist in developing guidance documents for specific federal agencies or for specific projects as needed.
9. Assist in developing terms and requirements of agency's interagency contract with TxDOT.
10. Coordinate required reporting for interagency contract with TxDOT.
11. Actively assist with the day-to-day project review activities in the division.
12. Provide guidance and expertise to other Section 106 reviewers in the division and in other divisions at the agency.
13. Coordinate or direct the work of interns for TxDOT and/or THC.
14. Coordinate or direct the work of contractors or temporary employees for special projects as needed.
15. Actively participates in improving and developing the agency's electronic project submission system.
16. Present at conferences and coordinates educational workshops as requested by TxDOT and THC.
17. Provide training for 106 reviewers in division, as needed.
18. Develop educational content on historic resources for THC website, community workshops, and other outlets.
19. Coordinate cataloging, filing and record keeping activities.
20. Provide information and assistance on historical research and the preservation of historic structures, and works with state and federal agencies in cultural resource management and tourism.
21. Analyze and assess eligibility of structures for state or federal historic designations.

22. Manage special projects as needed, including identifying required resources and ensure project schedules are completed within agreed-upon time frames.
23. Adhere to established work schedule with regular attendance.
24. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

25. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS:**

- Graduation from an accredited four-year college or university with major course work in History, Architectural History, American Studies, Historic Preservation or a closely-related field;
- Minimum four years' professional experience in historical research, historic preservation, program administration or management;
- Work experience preparing and analyzing technical program reports;
- Work experience overseeing the workflow of projects;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

**PREFER:**

- Master's degree in History, Architectural History, American Studies, Historic Preservation or a closely related field.
- Experience with Section 106 processing and National Register criteria for review and eligibility.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the sources, methods, and techniques used in historical research; of Texas history; and of state federal programs;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to perform historical research, to evaluate and correlate source material, to communicate effectively;
- Ability to develop and evaluate policies and procedures.
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a historic building next to the agency's headquarters near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities that it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER**